

## NATIONAL TRANSIT RESEARCH PROGRAM

### MOBILITY SERVICES FOR ALL AMERICANS (MSAA) DEPLOYMENT PLANNING

**AGENCY:** Federal Transit Administration (FTA), United States Department of Transportation (USDOT)

**ACTION:** Notice for Request for Proposals (RFP)

**SUMMARY:**

The Federal Transit Administration (FTA) announces the availability of \$795,545 in Research, Development, Demonstration, and Deployment Program funds for the deployment planning of Travel Management Coordination Centers (TMCCs) to support interoperable, coordinated human service transportation (HST) systems in coordination with the USDOT Intelligent Transportation Systems (ITS) Joint Program Office (JPO). FTA may award multiple projects totaling greater than what is currently available should additional funds become available.

This Notice for Request of Proposals (RFP) makes funds available through cooperative agreements to engage in the deployment planning and preparation of coordinated HST systems that utilize ITS capabilities. This solicitation is targeted for communities of any size or definition, and the application may be submitted by a lead agency designated by the project team members. Eligible lead agencies may include public entities currently establishing, operating, coordinating, or brokering general public and HST, including, but not limited to, public transit agencies, state/local governments DOTs, health and human service agencies, federally recognized Indian tribes, and metropolitan planning organizations (MPOs) in the U.S. All agencies submitting proposals in response to this RFP consent to be publicly identified as respondents.

This notice solicits competitive proposals addressing priorities established by FTA and JPO for this research area, provides instructions for submitting proposals, and describes criteria USDOT will use to identify meritorious proposals for funding.

**DATES:** The applicant must submit a proposal electronically to [www.grants.gov](http://www.grants.gov) (GRANTS.GOV) by July 1, 2014 for consideration. All potential applicants are advised to begin the GRANTS.GOV registration process immediately, if they have not previously submitted Federal assistance applications through GRANTS.GOV, in order to be able to meet the deadline. FTA expects to award funds through Cooperative Agreements soon after selection.

**ADDRESSES:** Project proposals must be submitted electronically through the Federal assistance portal at [www.grants.gov](http://www.grants.gov) (GRANTS.GOV); proposals submitted by other means will not be accepted. GRANTS.GOV allows applicant organizations to electronically find and apply for competitive opportunities from all Federal agencies that award Federal assistance. This website is the single access point for over 1000 Federal assistance programs administered by 26 Federal agencies. See "How to Apply" under the SUPPLEMENTARY INFORMATION section of this RFP for detailed application instructions.

**FOR FURTHER INFORMATION CONTACT:** For information on this RFP for Mobility Services for All Americans (MSAA) Deployment Planning, contact program manager Matthew Lesh, Office of Mobility Innovation, e-mail: [matthew.lesh@dot.gov](mailto:matthew.lesh@dot.gov).

**SUPPLEMENTARY INFORMATION:**

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There are over 80 Federal programs that fund transportation services for the transportation disadvantaged. The February 2004 Presidential Executive Order on Human Service Transportation Coordination (Executive Order 13330) requested the establishment of the Interagency Transportation Coordinating Council on Access and Mobility (CCAM) to enhance accessibility and mobility for persons who are transportation disadvantaged, especially individuals with low-incomes, people with disabilities, and older Americans. In collaboration with the CCAM, the United States Department of Transportation (USDOT) launched the Mobility Services for All Americans (MSAA) initiative in 2005. This initiative is funded through the USDOT Intelligent Transportation Systems (ITS) Joint Program Office. The MSAA initiative focuses on applying ITS solutions to advance human service transportation delivery.

This RFP is funded under Section 513 of title 23, United States Code (23 U.S.C. 513) that authorizes the Secretary of Transportation to encourage and fund grants that support the deployment of ITS. FTA's legal authority to implement this program is 49 U.S.C. 5312, Research, Development, Demonstration, and Deployment Projects. This RFP is for the deployment planning of coordinated community transportation services that support HST improvements through the implementation of ITS technologies which advance system and data interoperability within the industry. Effective mobility management requires systems that can facilitate the efficient and seamless operation of transportation services, the exchange of data and information of its consumers and operations between multiple stakeholders and service providers. Successful mobility management systems must be based on a sustainable institutional model enhanced by information technology and data sharing that takes advantage of interoperable data specifications, wireless communications and web-based technology.

The purpose of this deployment planning effort is to replicate and advance the success of TMCC phased-implementation by providing "seed" funding at multiple project locations to leverage other federal, state and local resources to build up coordinated community transportation services. The USDOT is soliciting proposals to select multiple local communities to carry out the deployment planning of coordinated HST systems that utilize integrated and interoperable ITS capabilities.

The geographic scope of a “local community” is to be determined by each applicant, such as a single municipality (or jurisdictional entity), a metropolitan area (or a portion of), statewide or even interstates, as deemed appropriate and necessary. Participation from various HST funding agencies, service providers, private entities, faith-based and non-profit organizations and consumers is strongly encouraged. Preference will be given to those applicants with some levels of existing ITS capabilities and architecture, emphases on data exchange and system interoperability, and an existing Regional Transportation Coordination Plan in place to support HST improvements.

The expected result from this program will be a set of stakeholder-driven plans and products for establishing or enhancing local coordinated community transportation services that deliver enhanced HST across a variety of operational environments (e.g., urban, suburban, rural and remote) and scenarios.

## **I. Eligible Projects and Funding**

The expected results from this MSAA deployment planning effort are stakeholder-driven TMCC action plans and key system capabilities (such as data exchange mechanism between different technology platforms) that enable interoperable systems of HST across multiple modes (demand response, fixed route transit, taxi, etc.), transit providers and agencies.

The vision of a TMCC is an interoperable system that:

- From a customer perspective, provides a convenient access point, such as one-call, one-click, for comprehensive traveler support. The types of services provided may range from general customer support and trip planning (including accessibility, scheduling and fare information), to automated reservation management, and real-time traveler information through mobile devices.
- From a service provider perspective, supports interoperable and coordinated transportation service operations and management functions, including customer management, real-time fleet monitoring, automated scheduling, dispatching and routing, and automated reporting and invoicing.
- From a human service program management perspective, enables streamlined program management requirements, including consumer management, automated accounting, financial transaction, back-office coordination, and reporting and data collection for program evaluation.

Only proposals for eligible activities from eligible applicants as defined in Section II below will be considered for funding. Due to funding limitations, applicants that are selected for funding may receive less than the amount requested.

Applicants may apply for a maximum FTA project share of \$795,545.00, consistent with the match requirements of funds used. FTA may select an application for an award of less than the originally-proposed amount if FTA determines that the project goals can be achieved with a lower award amount or if doing so is expected to result in a more advantageous portfolio of projects. FTA may negotiate awards with selected Offerors to a level that allows funding multiple projects to facilitate a

portfolio approach in the event that multiple highly-rated proposals are received. Proposals for projects that are scalable should describe the potential option(s) for reduced scope and funding amounts. Detailed budget proposals and justification of a minimum value needed to achieve project results are expected in all proposals.

FTA anticipates a maximum period of performance for this project of 21 months. FTA reserves the right to award only some, or none, of the available funding based on FTA's assessment of the received proposals' merits relative to the stated evaluation criteria.

## **II. Eligible Applicants**

This solicitation is targeted for communities of any size, and the application can be submitted by a lead agency designated by the project team members. Eligible lead agencies are public or private non-profit entities currently establishing, operating, coordinating, or brokering general public and HST, including, but not limited to, public transit agencies, state/local governments DOTs, health and human service agencies, federally recognized Indian tribes, and metropolitan planning organizations (MPOs) in the U.S. Each agency may submit one, and only one, application as the lead agency. Should multiple applications be received from the same lead agency, FTA reserves the right to select one or reject all for application review. All agencies submitting proposals in response to this RFP consent to be publicly identified as respondents.

For-profit companies may participate on project teams; however, recipients and subrecipients of funding under this program may not charge a fee or make a profit from FTA program funding. For profit vendors and suppliers engaged in a commercial relationship with a recipient are considered third-party contractors and may charge associated fees.

The proposal must include a detailed statement regarding the role of any public transportation provider who is a project partner but may not be the lead applicant in the implementation of the project.

If an application proposes a specific third party participant(s) (including subrecipient(s) and third party contractor(s)) to provide goods or services on a project, the applicant must have the ability to carry out the proposed arrangements/procurements in compliance with their respective State and local laws. FTA reserves the right to name such party as a key party and to make any award conditional upon the participation of the key party. A key party is essential to the project as approved by FTA and is therefore eligible for a noncompetitive award by the project sponsor to provide the goods or services described in the application. A key party's participation on a selected project may not later be substituted without FTA's approval.

To assist recipients in completing the MSAA Deployment Planning tasks within the project performance period, the USDOT has established an interdisciplinary technical assistance team as a resource, led by Battelle Memorial Institute. This technical assistance team will provide technical assistance to and exchange information across the recipients as needed. The technical assistance team is funded separately by the USDOT and involve people with diversified areas of expertise related to HST, including ITS technology, transportation disadvantaged population, transportation planning, transit operations, human service program policy and regulatory compliance, systems engineering, communications technology, software design and related topics.

The technical assistance team may conduct on-site visits to address specific local community needs, including identifying technical and institutional hurdles and possible solutions, as well as other impacts that may affect the progression and quality of the project. In addition to site visits by the technical assistance team, recipients may contact the technical assistance team experts through emails, telephone calls or on-site visits for prompt technical consultation as needed.

While recipients are not financially responsible for the technical assistance team, each applicant is expected to express in the proposal its willingness to utilize such technical assistance and cooperate with the interdisciplinary technical assistance team as appropriate.

### **III. Cost Sharing or Matching**

Non-federal cost sharing of at least 20 percent of the total project cost is required by law for awards for projects under this notice. See 49 U.S.C. 5334(i)(2) and 23 U.S.C. 116(a) and (c). Increased cost sharing may be considered more favorably, as it will lead to greater results for a given level of Federal investment. Similarly, in-kind cost matching is acceptable, but FTA considers cash and other high-quality matching shares to be preferable. FTA will not approve deferred local share. Although cost sharing will not be an evaluation factor during FTA's merit review of proposals for this project, cost sharing of at least 20% is a statutory requirement of the program. Therefore, FTA cannot award funding under this program unless the Offeror provides at least a 20% cost share.

Non-federally funded expenses related to the projects may be counted toward the applicants' matching local cost share. FTA will not reimburse costs incurred prior to project selection award unless FTA has granted the applicant a Letter of No Prejudice (LONP) in advance of project selection award. Recipients must comply with all applicable FTA requirements.

Eligible sources of non-Federal matching funds include, but not limited to:

- Cash from non-governmental sources other than revenues from providing public transportation services;
- Non-farebox revenues from the operation of public transportation service, such as the sale of advertising and concession revenues. A voluntary or mandatory fee that a college, university, or similar institution imposes on all its students for free or discounted transit service is not farebox revenue;
- Amounts received under a service agreement with a State or local social service agency or private social service organization;
- Undistributed cash surpluses, replacement or depreciation cash funds, reserves available in cash, or new capital;
- Amounts appropriated or otherwise made available to a department or agency of the Government (other than the Department of Transportation); and
- In-kind contribution such as the market value of in-kind contributions integral to the project may be counted as a contribution toward local share.

#### **IV. How to Apply**

Project proposals must be submitted electronically through GRANTS.GOV ([www.grants.gov](http://www.grants.gov)) by July 1, 2014. Mail and fax submissions will not be accepted. A complete proposal submission will consist of at least two files: (1) the SF 424 Mandatory Form (downloaded from GRANTS.GOV) and (2) the Applicant and Proposal Profile for the “Mobility Services for All Americans (MSAA) Deployment Planning” found on the FTA Web site or through GRANTS.GOV. The Applicant and Proposal Profile provide guidance and a consistent format for proposers to respond to the criteria outlined in this RFP. Once completed, the Applicant and Proposal Profile must be placed in the attachments section of the SF 424 Mandatory Form. Proposers must use the Applicant and Proposal Profile designated for the “Mobility Services for All Americans (MSAA) Deployment Planning” and attach it to their submission in GRANTS.GOV to successfully complete the application process. A proposal submission may also contain additional supporting documentation as attachments. Supporting documentation could include but is not limited to: Support letters, pictures, digitized drawings, spreadsheets, and brochures.

Within 24 to 48 hours after submitting an electronic proposal, the applicant should receive three e-mail messages from GRANTS.GOV: (1) confirmation of successful transmission to GRANTS.GOV, (2) confirmation of successful validation by GRANTS.GOV, and (3) confirmation of successful validation by FTA. If confirmations of successful validation are not received and a notice of failed validation or incomplete materials is received, the applicant must address the reason for the failed validation, as described in the email notice and resubmit before the submission deadline. If making a resubmission for any reason, include all original attachments regardless of which attachments were updated and check the box on the supplemental form indicating this is a resubmission.

FTA strongly encourages proposers to submit their project proposals at least 72 hours prior to the due date to allow time to receive the validation messages and to correct any problems that may have caused a rejection notification. FTA reserves the right to reject applications received after the stated submission deadline. GRANTS.GOV scheduled maintenance and outage times are announced on GRANTS.GOV. Deadlines will not be extended due to scheduled maintenance or outages.

Proposers are encouraged to begin the process of registration on the GRANTS.GOV website well in advance of the submission deadline. Instructions on the GRANTS.GOV registration process are listed in Appendix A. Registration is a multi-step process, which may take 3 to 5 days, but could take as much as several weeks to complete before an application can be submitted if the applicant needs to obtain certain identifying numbers external to GRANTS.GOV (for example, applying for an Employer Identification Number). Registered proposers may still be required to take steps to keep their registration up to date before submissions can be made successfully: (1) registration in the System for Award Management (SAM) is renewed annually and (2) persons making submissions on behalf of the Authorized Organization Representative (AOR) must be authorized in GRANTS.GOV by the AOR to make submissions.

Information such as proposer name, Federal amount requested, local match amount, description of areas served, may be requested in varying degrees of detail on both the SF 424 Form and Applicant and Proposal Profile. Proposers must fill in all fields unless stated otherwise on the forms. Proposers should use both the “CHECK PACKAGE FOR ERRORS” and the “VALIDATE FORM” validation buttons on both forms to check all required fields on the forms, and ensure that the Federal and local amounts specified are consistent.

## **V. Application Content**

The SF 424 Mandatory Form, [http://apply07.grants.gov/apply/forms/sample/SF424\\_2\\_1-V2.1.pdf](http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf) and the Supplemental Profile Sheet will prompt applicants for the required information, including but not limited to:

### **A. Applicant Information**

This addresses basic identifying information, including:

1. Name of applicant.
2. Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number if available. (Note: If selected, applicant will be required to provide DUNS number prior to award).
3. Contact information including: Contact name, title, address, Congressional district, fax and phone number, and email address if available.
4. Description of public transportation services including areas currently served by the public transportation system, if any.
5. Name of person(s) authorized to apply on behalf of the system (attach a signed transmittal letter) must accompany the proposal.

### **B. Project Information**

For complete and up-to-date guidance on the project information and project evaluation criteria that must be documented, refer to the applicable program on the FTA website: <http://www.fta.dot.gov/grants/13077.html>. At a minimum, every proposal must:

1. Submit an SF-424 Form with the correct Applicant and Proposal Profile attached, as described above.
2. State the project title and describe the project scope to be funded in the executive summary as well as in a brief abstract and a more detailed project description.
3. Include a Project Overview, a Technical Plan, a Management and Staffing Plan, and a Financial Plan, that describes how the proposed objectives and subsequent project will be met within the specified time frame and budget.

These documents should contain the following information:

### **C. Project Overview**

1. Describe local area(s)/jurisdiction(s) where the project will take place. This description should include size, population, general socio-economic characteristics, and

characteristics of area (e.g., urban, suburban, rural, remote). The description should also include current public and community transportation systems, existing administration and coordination of HST, and any other local conditions relevant to this RFP.

2. Describe the proposed system, including which organizations will participate and which transportation modes and human service programs (both federally and non-federally funded) will be represented by those participants. Also describe how the proposed project will be integrated with the existing transportation delivery systems and supported by leaders from the local transportation and human service communities.
3. Describe how consumers, which include people with disabilities, older adults, and individuals with lower incomes will be involved in the deployment planning process. If a particular user community will be represented by a public or private organization, describe how this particular organization is qualified to represent local user needs and interests.
4. Describe which organizations will lead the project, and how responsibilities for task completion will be shared among proposed project partners. Identify existing operational and institutional integration within and across organizations, including joint operations, shared resources, etc.
5. Describe how existing providers of public transportation are involved in the project and to what degree efforts have been made to include them in the deployment planning effort to more effectively integrate these operations with the TMCC deployment.
6. Include documentation of any existing or planned interagency agreements or public/private cooperative arrangements necessary for conducting the project. If signed agreements cannot be attached with the SF 424 form, a statement that an agreement is being developed, such as letter of commitment, will suffice.
7. Discuss how and the extent to which local stakeholders, including consumers, service providers and human service agencies, will benefit from the proposed TMCC system. For example, explain how the proposed TMCC system makes it easier for consumers to access transportation resources.
8. Include a "Statement of Intent" to develop a TMCC system that is consistent with all applicable laws and regulations, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and Section 508 requirements.
9. Include a "Statement of Intent" to develop a TMCC system that is consistent with the regional ITS architecture. There should be a "Statement of Intent" to adhere to Section 508 requirements for deliverables accessibility.

D. Technical Plan

The proposal must provide a comprehensive and concise technical plan that describes how the applicant will plan the deployment of a local TMCC system, including the respective roles of all involved parties, and the extent of agency coordination. Efforts must be made to



describe the relationship of these deployment plans with current institutional environments and stakeholders. The technical plan must include the following components:

1. Provide a description of the current ITS system and its components in the targeted community/geographic areas and a detailed overview of the status and utilization of these components related to HST coordination and accessibility enhancement.
2. Describe the relationship of the current ITS system with other HST enhancement activities, such as the Veteran Transportation and Community Living Initiatives (VTCLI), if applicable.
3. Describe and discuss the lead agency and each participating transportation provider's knowledge of information technology and the ability to prepare and manage technology and software procurements and implementation.
4. Describe how deployment planning effort will assist and make more efficient institutional relationships across stakeholders for the successful implementation of TMCC deployments.
5. Describe, in detail, how the applicant will produce the required deliverables, including all associated tasks, the respective roles of all involved parties, and the extent of agency coordination.
6. Describe the technical and logistical details by which each proposed task will be carried out, including stakeholder participation, processes involved, and technologies and resources to be used.
7. Describe how the applicant will address system interoperability, system scalability and replicability, institutional and regulatory issues, and in particular how it will handle partners using different ITS systems, if applicable. Describe any plans and approaches for building interagency consensus across participating human service funding programs and service providers. Additionally, explain whether the proposed project will attempt to implement any data specifications or standards, use data hubs or dictionaries, or application programming interface (API) mechanisms.
8. Identify the project schedule (timeframe). The schedule should reflect the sequencing of/relationship among the tasks and the duration of each task. The schedule should also specify the milestone and deliverable dates (timeframes).
9. Identify and discuss the major tasks to be performed. In addition, identify the estimated number of hours and cost for performing each task.

E) Management and Staffing Plan

1. Identify management and key professional/technical responsibilities for the overall program. Include an organizational chart providing the names, affiliated organizations, and positions of all project management and key professional/technical staff.

2. Identify one point of contact representing each project partners, including HST program and organization, consumer groups, and private sector participants or sponsors.
3. Demonstrate that all key personnel, including project manager(s), are capable, available, and able to commit to a level of involvement that ensures project success.
4. Include biographical data on project management and key professional and technical personnel.
5. Identify the project schedule (timeframe). The schedule should reflect the sequencing of/relationship among the tasks and the duration of each task. The schedule should also specify the milestone and deliverable dates (timeframes).
6. Identify and discuss the major tasks to be performed. In addition, identify the estimated number of hours and cost for performing each task.
7. Provide the estimated number of hours by task for each job classification.
8. Discuss project management and oversight mechanisms and approaches to be used to monitor progress and gauge project performance.
9. Identify and discuss key personnel who will lead the development and procurement of planned ITS and TMCC technologies.

F) Financial Plan

The proposal should provide an in- depth description and assessment of the total cost of achieving the objectives of the project. Specifically, the financial plan should:

1. Provide a description of total project costs,
2. Provide a budget and cost estimates by task (and phase, if applicable) as defined in the technical plan,
3. Identify staff members, labor categories, labor hours and burden rates (base rate and overhead), travel and other direct costs, and other standard budget items such as fees for each major task, and
4. Include all evidence of financial commitments to the project from both public and private sectors, such as in signed Memoranda of Understanding (MOU).
5. Provide the Federal amount requested.
6. Address whether other Federal funds have been sought for the project.
7. Provide a project time-line, which outlines major steps from project development through completion, deliverables and significant milestones, including but not limited to

the anticipated date on which requests for proposals for project components or contracting are expected and actual or expected delivery dates.

8. Provide Congressional district information for the project's place of performance

## **VI. Evaluation Criteria**

FTA will evaluate proposals based on the criteria described in this section. Proposals must provide sufficiently detailed information for FTA to evaluate them against these criteria.

1. Clarity and specificity of proposal

The reviewers will judge each proposal by the applicant's understanding and demonstrated ability to achieve the project goals and objectives. All proposals should clearly provide information as requested, such as descriptions of how customers will be involved in the process and how is the proposed system supported by leaders from local transportation and human service communities.

2. Approach and innovation in system interoperability

The reviewers will judge each proposal by the applicant's approach and innovation in overcoming technical and institutional barriers to promote system interoperability. All proposals should explain how and the extent to which system interoperability may be accomplished among project partners using different ITS software/hardware systems. Additionally, reviewers will consider the extent to which each project proposal will implement data specifications or standards, use data hubs or dictionaries, and/or application programming interface (API) mechanisms in deployment planning.

3. Qualifications and experience

The proposal demonstrates adequate qualifications and experience of individuals and organizations with respect to project management and technical capabilities. The applicants' past performance, if available, may be considered in the evaluation.

4. Current state of HST delivery system

Preference will be given to those applicants with existing policies, ongoing transportation coordination and some levels of ITS infrastructure, such as wireless communications, already in place to support HST improvements. In the proposal, applicants are strongly encouraged to demonstrate their commitment and ability to build upon their existing resources and activities to advance the quality of HST.

5. Scope of stakeholder participation and level of coordination

FTA encourages all applicants to involve at least two and as many HST programs as practically possible in their respective projects, including both public and private partners. FTA will also recognize effort to engage non- federally funded HST programs. The proposal will be evaluated on established interagency relationship for HST delivery through written legal agreements, such

as the establishment of a coordination council, various resource centers, memorandum of understanding, and/or general documentation of cooperative working relationships, such as documented meetings and events. The term “interagency” may involve multiple human service program managing/ funding agencies, user groups, and a wide spectrum of service modes and providers.

## **VII. Deliverables**

At a minimum, each selected project is expected to produce the following deliverables during and at the conclusion of the project:

### **1. Kick-off meeting, detailed project plan and project schedule**

Successful applicants should present a draft project plan and project schedule at the kick-off meeting that will occur in the Washington, DC area or other location to be determined within 4 weeks of project award. The draft briefing should be delivered to the USDOT project manager two days before the kickoff meeting.

Based on the discussion at the project kickoff meeting, applicants will deliver a revised project plan and schedule to the USDOT project manager one week after the kickoff meeting. The project plan must include project background information, major tasks and approaches, implementation timelines, budgets, and deliverables.

### **2. Monthly Progress Reports**

The local project teams shall provide monthly progress reports. The monthly reports shall include the following items:

- i. Total budget and remaining budget
- ii. Expenditure for the month in focus
- iii. Estimated % work complete
- iv. Brief list of activities/deliverables completed that month
- v. Brief list of activities anticipated in the next month
- vi. Variances from the current work plan, including planned corrective actions
- vii. Brief list of outstanding issues/comments requiring USDOT attention
- viii. Status of each deliverable, including the outline, the draft (or interim) version, and the final version

### **3. A Local TMCC Concept of Operations**

Successful applicants shall deliver a draft TMCC concept of operations 30 weeks after project award. After receiving comments from the USDOT project management team, each project location will deliver the final TMCC concept of operations document.

The TMCC concept of operations provides a high-level definition of “what” the TMCC should or should not do. The Concept of Operations document should clearly and concisely describe user needs and operational policies and constraints corresponding to local characteristics. It should also explicitly document the specific shortcomings of the current HST delivery in the local area that will be addressed by the proposed TMCC using ITS, from both an operator/program administration and a user point of view.

#### 4. A TMCC Phased Implementation Plan

Each project location shall deliver a draft TMCC phased implementation plan 48 weeks after project award. After receiving comments from the USDOT project management team, each project location will deliver the final TMCC phased implementation plan.

The Phased Implementation Plan is intended to provide a clear path defining how the local project team may build up its TMCC system capability and/or functionality incrementally using various funding resources, either current or future projected. After all, this Plan should serve as a roadmap that links the local TMCC from a planning document to become a reality.

## 5. A Common Fleet Information Platform

At 60 weeks from award, each project shall demonstrate, and obtain approval from the USDOT, a functional common fleet information platform. The platform shall enable all participating transit providers to, at a minimum, view each other's trip scheduling and vehicle location information in real time. It should be noted that this common platform should not require all providers to obtain the same ITS systems and/or software, such as computer aided dispatch (CAD) systems. Instead, the USDOT welcomes the local project teams to establish such a platform with products from multiple system suppliers.

## 6. A Final Project Report and Briefings

At the conclusion of the project each project location shall produce a final report and briefings addressing project results, including lessons learned in planning and implementing the local TMCC system. In addition, the final report should provide recommendations for future update/revision to the TMCC Implementation Guidebook. The development of the TMCC Implementation Guidebook is currently in progress and funded separately by the USDOT. The USDOT project manager will make the Guidebook (most current version) available to the successful applicants at the time of cooperative agreements award.

Draft briefings and reports are due 72 weeks from award. After receiving comments from the USDOT, each project team will have two weeks to deliver the final briefings and report. Recipients are required to submit written deliverables to the USDOT Project Manager for review and approval. For all deliverables to be published on the websites, recipients should provide the final approved products to the FTA Project Manager.

All documents, including final reports must be submitted in formats that meet 508 Requirements so that they can easily be posted on Federal websites. Where there are graphics (e.g., pictures, illustrations, logos, charts, tables as images, maps), Alt-tags text should thoroughly describe the image and be provided for every single image. Repeating a caption does not meet the intent of the law and is therefore on the lowest end of acceptability. The description in the Alt-tags text must fully describe the graphic (as if one were acting as a reader for a blind person). If the full description is contained in the text, the Alt-tags should reference the reader to where that description is (e.g.: graphic representation of noise waves as described in the previous paragraph). If the full description is not already in the text and is long a link should be created to a separate page that contains the description and the Alt-tags should direct the reader to this link. Graphics file size (e.g., pictures, illustrations, logos, charts, maps) must be submitted as individual files in addition to those that are embedded in the source file. The preferred format for images is JPEG. Graphics should (if at all possible) be kept to a width of 600 pixels or less—to prevent horizontal scrolling. Tables are never acceptable as graphics files. All tables should be laid out using the Word table feature. Do not use tabs.

Additional guidance on formatting and producing FTA final reports can be located at the following link:

[http://www.fta.dot.gov/documents/Preparation Instructions for FTA Final Reports June 2013.pdf](http://www.fta.dot.gov/documents/Preparation%20Instructions%20for%20FTA%20Final%20Reports%20June%202013.pdf).

## 7. Project Meetings and Briefings

The local project teams shall attend project meetings including a kick-off meeting and teleconferences as requested by the USDOT project manager to report on progress, schedule, scope issues, budget, and results of tasks.

The local project teams shall support USDOT with communicating the progress and results of this project to various stakeholders throughout the project. As directed by the USDOT project manager, the local project teams shall develop and/or deliver presentations (not to exceed 2) on project-related findings at various industry conferences (e.g. APTA Bus and Para-transit Conference, CTAA Expo, etc.).

The local project teams shall attend a project closeout meeting in the Washington, DC area estimated to occur during the last few weeks of the project

**Note: Deliverable submission schedule above are estimates. Applicants may propose alternative schedules for consideration within the 21 month period of performance.**

## VIII. Review and Selection

A technical evaluation committee comprised of USDOT staff and representatives of other collaborative government agencies will review project proposals against the described evaluation criteria. The technical evaluation committee reserves the right to evaluate proposals it receives and to seek clarification from any proposer about any statement that is made in a proposal if needed. FTA may also request additional documentation or information to be considered during the evaluation process. To provide the ability to evaluate technologies in a wide variety of conditions and locales, FTA may select projects to ensure geographic diversity among demonstrations under this RFP.

After a thorough evaluation of all eligible proposals, the technical evaluation committee will provide project selection recommendations to the FTA Administrator. The FTA Administrator will determine the final list of project selections, and the amount of funding for each project.

## IX. Award Information and Administration

Once successful proposals have been selected, the corresponding applicants will apply for and FTA will award funding through FTA's TEAM grant and cooperative agreement management system. These projects will be administered and managed by FTA's Office of Research, Demonstration, and Innovation (TRI) in accordance with the applicable Federal requirements of 49 U.S.C. Chapter 53 and FTA Circular 6100.1D.

Depending on award amount, FTA may require a scope and project budget reduction before a cooperative agreement application is submitted in TEAM.

### A. Cooperative Agreement Requirements

Applicants must sign and submit current fiscal year Certifications and Assurances, <http://www.fta.dot.gov/>, before receiving a cooperative agreement under this notice. If the

applicant has already submitted the annual Certifications and Assurances in TEAM, they do not need to be resubmitted. The applicant assures that it will comply with all applicable Federal statutes, regulations, executive orders, FTA circulars, and other Federal administrative requirements in carrying out any project supported by the FTA cooperative agreement. The applicant acknowledges that it is under a continuing obligation to comply with the terms and conditions of the cooperative agreement issued for its project with FTA. The applicant understands that Federal laws, regulations, policies, and administrative practices might be modified from time to time and may affect the implementation of the project. The applicant agrees that the most recent Federal requirements will apply to the project, unless FTA issues a written determination otherwise.

FTA intends to apply 49 U.S.C. 53 requirements, the Applicant's current fiscal year Certifications and Assurances, the FTA Master Agreement (which contains the usual Federal administrative and national policy requirements that apply, as applicable), <http://www.fta.dot.gov/>, and FTA Circular 6100.1D, "Research, Technical Assistance, and Training Programs: Application Instructions and Program Management Guidelines," issued May 1, 2011, to projects selected under this notice unless otherwise specified in the cooperative agreement. This Circular may be found at: [www.fta.dot.gov/documents/Final\\_Research\\_Circular\\_Policy\\_Counci\\_3-28-2011.pdf](http://www.fta.dot.gov/documents/Final_Research_Circular_Policy_Counci_3-28-2011.pdf).

#### **B. Reporting Requirements**

FTA reporting requirements include standard reporting requirements identified in FTA Circular 6100.1D and the Master Grant Agreement. The recipients must deliver all deliverables in electronic format when applicable.

#### **X. Technical Assistance**

Technical assistance regarding this notice and the applicable requirements is available from FTA. FTA will contact those applicants selected for funding regarding award of cooperative agreements and reporting requirements and will provide assistance in preparing the documentation necessary for award. For assistance and information, contact Matthew Lesh, Office of Mobility Innovation, e-mail: [matthew.lesh@dot.gov](mailto:matthew.lesh@dot.gov).



## APPENDIX

### REGISTERING IN SAM AND GRANTS.GOV

Registration in Brief:

*Registration usually takes approximately 3-5 business days, but allow 4 weeks for completion of all steps.*

#### STEP 1: Obtain DUNS Number

**Same day.** If requested by phone (1-866-705-5711) DUNS is provided immediately. If your organization does not have one, you will need to go to the Dun & Bradstreet Web site at

<http://fedgov.dnb.com/webform> [EXIT Disclaimer] to obtain the number.

*\*Information for Foreign Registrants. \*Webform requests take 1-2 business days.*

#### STEP 2: Register with SAM

**Three to five business days or up to two weeks.** If you already have a TIN, your SAM registration will take 3-5 business days to process. If you are applying for an EIN please allow up to 2 weeks. Ensure that your organization is registered with the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). If your organization is not, an authorizing official of your organization must register. You must continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by an FTA.

#### STEP 3: Username & Password

**Same day.** Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. <https://apply07.grants.gov/apply/OrcRegister>.

#### STEP 4: AOR Authorization

**\*Same day.** The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization.

*\*Time depends on responsiveness of your E-Biz POC.*

#### STEP 5: TRACK AOR STATUS

At any time, you can track your AOR status by logging in with your username and password. Login as an Applicant (enter your username & password you obtained in Step 3) using the following link:

[applicant\\_profile.jsp](#).

FTA may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the FTA is ready to make an award, the FTA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.